First Things First
Regional Grant Process Flow Chart

Development of the Request for Grant Application *(9 weeks)* 12/1/2008 -- 2/2/2009	Publish/Post Request for Grant Application *(6 weeks)* 2/2/2009 -- 3/17/2009	RFGA Closes & Review Process Begins *(4 weeks)* 3/17/2009 -- 4/15/2009	Present Review Committee Recommendations *(4 weeks)* 4/15/2009 – 5/15/2009	Approval of Awards *(1 week)* 6/8/2009 – 6/15/2009	Award Notices Distributed *(1 week)* 6/16/2009 – 6/24/2009 *Awards begin 7/1/2009*
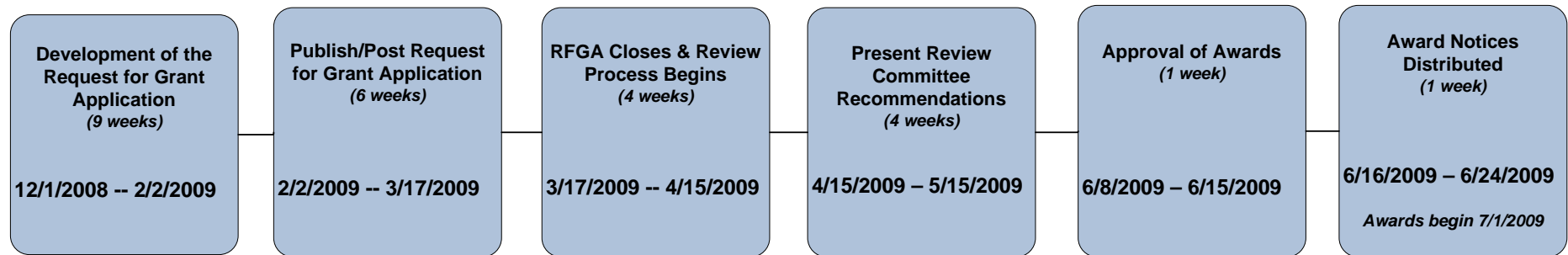
Regional Grant Process Major Tasks

Development of the Request for Grant Application
- Working with Regional Staff and Councils to develop Scope of Work based on Regional Needs/Assets Report & FTF Board Priorities
- Working with Evaluation Team to develop required measures
- Internal & Regional Staff review & approval of RFGA
- Prior to RFGA release conducting Regional informational meetings to discuss how RFGAs work and to help participants build skills in grant application development

Publish/Post Request for Grant Application
- Collection of email addresses for Notice of Intent and RFGA Posting
- Staff works with State Procurement to get other vendor lists appropriate for early childhood development & health programs
- Posting the final RFGA on the First Things First (FTF) website
- Formal Application Conference to discuss content of the RFGA is held
- Amendments as necessary are posted to the FTF website
- Communication with stakeholders about RFGA opportunities

RFGA Closes & Review Process Begins
- Review Teams are established during the final development and posting of RFGA
- Review Teams are trained on the RFGA & Evaluation Process
- Applications are publicly received
- Applications are internally reviewed for susceptibility
- Review Team members submit confidentiality & conflict of interest signed statements and forms
- Review Teams receive applications for individual review and scoring
- Review Teams meet to discuss each application submitted and consensus scoring
- Review Teams may include Council members

Present Review Committee Recommendations
- Review Committee determines if clarifications of applications are needed
- Staff collects clarifications and present recommendations of the Review Teams to Councils
- Councils provide their recommendations for funding to the FTF Board for consideration

Approval of Awards
- Regional Councils determine approval or rejection of any or all recommendations of the Review Team
- Regional Councils make funding recommendations to the FTF Board
- FTF Board Members have appropriate period of time before the board meeting to receive information about recommendations and the review process
- FTF Board determines approval or rejection of any or all recommendations of the Regional Council

Award Notices Distributed
- After final decision of the FTF Board, staff will issue award and acceptance letters to awardees
- Programs begin
- Staff will distribute formal award packets to grantees
- Grantees will participate in a formal award orientation meeting (held in region)
- On-going program implementation at the grantee level
- On-going grants management (grant contract, fiscal, evaluation, regional program/policy)
- Technical assistance and support to grantees as necessary by all FTF divisions
- On-going updates provided to Councils and FTF Board on grant, program and evaluation status